

22 February 1971

MEMORANDUM FOR: Records Management Board Members

SUBJECT : Scope of Storage Problem related to
Agency Models

1. The following problem will be discussed at the Records Management Board meeting of 25 February in order to coordinate a consistent method of attack Agencywide. Therefore, initiate no formal action on the problem until after that meeting.

2. The Agency Records Center has been asked to assist NPIC in the storage of its models. Temporary assistance has been provided and efforts are being made to determine the scope of the problem of model storage Agencywide before a firm policy can be developed and recommended to Top Management. Attached for your information is a copy of the original NPIC request and the findings and proposal of the Agency Records Officer.

3. The assistance of each Board Member is requested to obtain the following information as it relates to each Directorate and Area:

(a) What is the total scope of the problem of storing models in the Directorates and the Agency? (What number of models are on hand and where or how much space is being used and where to store or display models by various components -- i.e. OTR, OS, TSD, SOD, OBG, ORD, COMMO, etc.? What is the growth of this volume?)

(b) Can we anticipate requirements to put any of these models or other displays in the Records Center or Archives? (Only one request has surfaced from NPIC to date, but reorganizations, office moves, and loss of space could prompt others to seek storage room.)

(c) Is there any reaction or discernable preference for handling and storage of such material? (Is the Records Center type operation preferred to Warehouse or other Logistics storage?)

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STAT (d) Can we anticipate a possible need for an Agency function and facility to specifically handle all models and displays? (Should the Agency consider some function such as a separate museum facility -- possibly at [redacted] -- and what are the manpower and space considerations? What are the organizational location possibilities -- i.e. Historical Staff, Logistics, Training, Archives, etc.?)

4. Although the temporary storage for future use is the initial problem to be solved, please consider this problem on the broadest Agency and Government Level and on the longest time frame, in excess of 20 and 50 years.

[redacted]
Chairman
Records Management Board

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Attachment:
NPIC Request
RAB memo to SSS

STAT DDS/SSS/RAB, [redacted]:dd (22 Feb. 71)

CIA RECORDS MANAGEMENT BOARD

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Chairman
Records Management Board

Attachment:
NPIC Request
RAB memo to SSS

SECRET

28 September 1970

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : NPIC Request for the Storage of Models

1. The NPIC request for the storage of their models has been noted, the scope of the Agency-related problem studied, the White House requirements researched, the precedents at National Archives, the Smithsonian Institution, and Patent Office reviewed, and the opinions of the Historical Staff and Office of Security sought. Also, in light of the recent expressions by the Director requiring retention of OSS files, and of the Executive Director-Comptroller endorsing the concept of an Agency Archives, I evaluated the problem not as a simple problem of storage but rather as a question of information preservation and policy precedent. Consequently, I recommend the following actions related to the policy of model preservation and security:

- a. The CIA Archives and Records Center should accept the NPIC models and others in the Agency that are offered for eventual Archival preservation. Besides providing the storage and service of models, the Agency Records Administration Officer will take steps to evaluate such models to determine which are significant and warrant permanent preservation and with the operating offices concerned will schedule the disposition dates for the remaining temporary models.

- b. Since the space at the Archives and Records Center [] is limited, it will be necessary for the DDS to request the DDI to have the Director of OBGi consolidate his two rooms of maps and reference materials in our basement into only one room. This will be inconvenient but it is feasible. The released space will be used for Archival models. []

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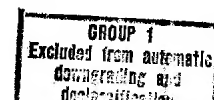
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[] will have to be instructed by the DDS to provide laborers to accomplish this consolidation and the necessary shelving changes.

- c. Eventually the temporary models will have to be moved from this space to other storage and finally they will be returned to the creating component for dismantling and destruction.

- d. Because the models do not show the source and method of intelligence gathering that led to their construction, the models do not warrant the burden of TOP SECRET controls.

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[Redacted] Classified handling at a

~~SECRET~~ level will permit secure and efficient storage and transportation of the models as it does the other NPIC and Security record material of very sensitive character. If higher classification is required for these models then the requesting components will have to provide the funds and personnel for the special guards, alarms, and transportation required. The storage and retrieval of these old models should not necessitate any new security beyond our existing armed couriers, documented transfers, and vaulted rooms.

2. The foregoing recommendations are based on the Federal experience with the Patent Office destruction of hundreds of historic patent models. That action prompted a National Archives Regulation on preserving briefing charts and materials and a Directive from President Johnson to all Agency Heads urging them to deposit in the Presidential Libraries the historic models they no longer required for operational purposes. My discussions with Archives representatives on model storage and their experiences with the Smithsonian and Patent offices elicited the observation: "National Archives will be very pleased to receive any CIA models they no longer need or wish to preserve." Conferences with the Historic Staff found that they strongly endorse Agency preservation of historic models and will assist in their evaluation. An Office of Security officer expressed concern about the method of the disposition of the temporary models and recommended dismantling them.

3. There is an important Archival precedent to be established by this decision related to CIA models. I have completed additional research on the philosophy and development of Archival practices. Attached is a summary of that research for your convenience.

4. If you agree with my recommendations in paragraph one above, I shall proceed with the final coordination and developing of the proposal for DDS action.

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[Redacted]
CIA Records Administration Officer

Attachments:

1. NPIC Request
2. Comments on Archival Developments

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11 SEP 1970

MEMORANDUM FOR: Chief, Support Services Staff, O/DDS

SUBJECT : NPIC Models Collection Storage

1. NPIC constructs models which depict significant items of interest to the intelligence community. These models which range in size from 6" x 3" to 16" x 56" x 53" have been accumulating since 1965 and 67 models are now on hand. Thirty-seven of these models have been authorized by the Director, NPIC for storage in the Records Center.

2. The NPIC Records Administration Officer had discussed storage of the models with the Chief, Archives and Records Center, who indicated he can provide only temporary storage at the Records Center. While this would satisfy our immediate need, a requirement remains for long-range storage where these historical models will be controlled [redacted]

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3. Therefore, it is requested that provision be made for permanent storage of 37 NPIC models in an appropriate area away [redacted] and that they be available for recall within a reasonable period of time.

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4. We plan to review the models on hand periodically and expect to need storage for an additional ten models of varied sizes each year.

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[redacted]
Chief, Support Staff
National Photographic Interpretation Center

ARCHIVAL CONCEPTS

The word "archives" is of Greek origin and has a double definition:

1. "A place in which public records or other important historic documents are kept."
2. "A historic record or document so preserved."

The word "record" is defined as:

"All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any public or private institution in pursuance of its legal obligations or in connection with the transaction of its proper business and preserved or appropriate for preservation by that institution or its legitimate successor as evidence of its functions, policies, decisions, procedures, operations, or other activities or because of the informational value of the data contained therein."

Of special interest here is the fact that an "archive" may be a "record" -- regardless of physical form -- which is adjudged worthy of permanent preservation for reference and research purposes.

Archivist Schellenberg writes: "the essential characteristics of archives, relate to the reasons why records came into being and the reasons why they were preserved. We now accept that to be archives, records must have been produced or accumulated to accomplish a specific purpose and must have values for purposes other than those for which they were produced or accumulated. Public archives, then, have two types of values: the primary values to the originating agency and the secondary values to other agencies and to non-government users."

The Archival principles are clear and so are the intentions of Government policy with the creation of its National Archives. The Agency's responsibility and necessary action in this field seem to me to be equally clear and indisputable.

The deprecation of the Agency by future historians can be countered only by an authoritative, officially documented rebuttal. The Agency's Official Archives of the future will be significantly enhanced with compelling models that were originally created because they proved to be far more informative and graphic for the intelligence community than were the photos, blue prints, and documents from which they are made.

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